



**Building Department**  
12 Journey, Suite 100  
Aliso Viejo, CA 92656  
Phone (949)425-2540  
Fax (949)425-3899  
[www.cityofaliso Viejo.com](http://www.cityofaliso Viejo.com)

# TENANT IMPROVEMENT CHECKLIST

**SUBMIT THREE COMPLETE SETS OF PLANS (INCLUDING ELECTRICAL, MECHANICAL, AND PLUMBING, IF APPLICABLE).**

**THE PLANS MUST CONTAIN THE FOLLOWING INFORMATION:**

1. **VICINITY MAP** – Shown top down view of surrounding area with the parcel shaded
2. **SITE PLAN** – To include the following; North arrow, existing site/building location, proposed site/building with scope of work shaded, legal address description. Show and count parking spaces with the accessible parking and path of travel. Show property lines with dimensions from property line to main structure/additions and/or to closest points.
3. **BUILDING DATA** – To include the following; Number of floors, existing and proposed square footage, occupant load for area of remodel or the complete suite, lot size, legend and “Total Gross Square Footage”.
4. **OCCUPANCY/USE** – List and label type of occupancy(s) *and* the proposed use of the improved and existing areas (i.e. retail sales, wood shop, office, etc.). Include square footage of uses and occupancy load per 2016 CBC. Include the Occupant Load. Show adjacent uses and the name of businesses where common walls exist.
5. **TYPE OF CONSTRUCTION** – Indicate type of construction of existing building, (i.e. Type IA, IIB, VA, etc.), and include whether or not the building has fire sprinklers.
6. **CODES** – Note on plans, “*All work will comply with the 2016 Editions of the California Building Code, California Plumbing Code, California Mechanical Code, California Electrical Code, California Fire Code and all Local Ordinances*”.
7. **NPDES** – Note on plans, “*The placing or discharge of illegal pollutants, construction materials or byproducts onto city streets or storm drains is prohibited*”.
8. **DISABLED ACCESS** – Show how the tenant space complies with disabled access requirements. Show accessible path of travel from public sidewalk and/or parking space to addition (note: most built up curb ramps do not meet current code). Path of travel features include restrooms, drinking fountains and public telephones serving the area of renovation. **Note:** Point of transaction, drink dispensers, and condiment areas must comply.
9. **FLOOR PLAN** – Show overall floor plan of the building and indicate use(s) of each room and/or area and indicate uses of adjacent tenant spaces. Provide dimensions of all improved spaces and rooms.
10. **DETAILING** – Show all existing and proposed walls. Differentiate the proposed walls. Also, provide wall section details showing size and type, plates, method of attachment at floor and ceiling or roof, etc.
11. **DOORS** – Show all door locations, sizes, fire-rating (if applicable), direction of swing, self-closing mechanisms, required signage and lighting, etc. (Specify lever hardware for all doors).
12. **ELEVATION(S)** – Clearly identify areas being modified (scope of work).



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13. **ELECTRICAL** – Provide electrical single line diagram, panel schedule(s) and load calculation for new or upgraded service. Provide lighting and electrical layout including emergency and exit path lighting. Energy forms are required for the addition of new lights or if more than 50% of the lighting is changed. Indicate type and size of conductors and conduits. Note that receptacles must be min. 15” AFF and switches & controls max. 48” AFF. Provide details for installation of light fixtures.
14. **PLUMBING** – Provide complete plumbing plans showing type and sizes of all appliances and materials. Show properly sized grease trap/interceptor if required by California Plumbing Code or Moulton Niguel Water District. Provide the number of fixtures required per 2016 CPC
15. **MECHANICAL** – Provide mechanical drawings showing location of existing and proposed registers, location of HVAC equipment and duct size and locations. Energy forms are required when installing a new system or components. Note that an air balance certificate and outside air certificate are required at final inspection.
16. **ENERGY COMPLIANCE FORMS** – Required forms would include calculations for the envelope, mechanical, and lighting.
17. **PERMIT SCREENING QUESTIONNAIRE FORMS** – Required at time of submittal (available at Bldg Dept.).

**NOTE:** As of February 1<sup>st</sup>, 2017, Planning Department approval is required **PRIOR** to submittal to the Building Department. The following items are required for submittal to the Planning Department:

- Form PS-240: Zoning Compliance Application.
- 3 Sets of plans (if applicable).

Contact the Planning Department at (949) 425-2525 for questions and or additional information.